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ABSTRACT

This is the complete text of the personnel policies currently in effect in the Connecticut Regional Community Colleges that apply to full-time unclassified professional staff members serving on standard and tenured appointments, including teaching faculty, administrators, and non-teaching faculty (librarians, counselors, and others). In addition to several general provisions and definitions of the terms used in the text, it includes details on: (1) maintenance of records, (2) professional staff committees, (3) minimum qualifications for professional staff members, (4) evaluation of professional staff, (5) dismissal, suspension, or separation of professional staff members, (6) renewal or nonrenewal of standard appointments, (7) retirement, (8) teacher transfer, (9) tenure and promotion, (10) duties of the professional staff and of the teaching faculty, (11) additional employment and summer session, (12) leaves of absence, and (13) reimbursement of tuition and expenses at other colleges for professional staff members. (DC)

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PERSONNEL POLICIES

BOARD OF TRUSTEES OF REGIONAL COMMUNITY COLLEGES

As A mended Through September 29, 1975

JC 760 396

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SECTION 1-10 GENERAL PROVISIONS

Section 1-10.1 Establishment of Regional Community Colleges

The purpose of the regional community colleges is defined by Section 2 of Public Act 75-100, attached as Appendix A.

The Board of Trustees of Regional Community Colleges is charged by law with the establishment, maintenance, management, and control of Connecticut's community colleges. An executive director is the chief executive officer of the system. Each of the community colleges is administered by a president. Students, staff, and a regional advisory council are elements in the operation of each college.

Section 1-10.2 The Board and the Public

The Board functions as trustee for the citizens of the State of Connecticut. As a public trustee the Board implements the intent of the Legislature in establishing the community colleges by interpreting the maturing national concept of regional community colleges within the context of the needs of the state. Appropriate awareness of regional needs is assured by advice from the regional council, students, and professional staff of each college.

Section 1-10.3 Academic Freedom: Rights and Obligations

Closely related to this concept of public trustee is the duty imposed on the Board, as an agency of the state, by the First Amendment to the United States Constitution. The First Amendment protects the interest of the public in the academic freedom of the public academy. The United States Supreme Court, which has recognized this public interest, pointed out its constitutional basis in Keyishian v. Board of Regents:

> Our Nation is deeply committed to safeguarding academic freedom, which is of transcendent value to all of us . . . . That freedom is therefore a special concern of the First Amendment, which does not tolerate laws that cast a pall of orthodoxy over the classroom. 385 U.S. 589, 603 (1967) (Brennan, J.).

The constitutional duty of the Board to protect this public interest includes a special obligation to insure that the derivative rights of professional staff and students are not impaired. In particular, the Board must protect the right of students to learn and the right of faculty to teach that which is controversial, subject to the limitations specified in paragraph (b) of the 1940 AAUP Statement (attached as Appendix B). In recognition of this responsibility, the Board provides institutional safeguards to insure that neither internal nor external pressures abridge the right of faculty, whether or not tenured, to express unpopular opinions without fear of reprisal. Protection of the right of students to learn is fostered by institutional interest in curricula and course content and periodic evaluation of faculty performance. The obligation of all members of the academic community to support academic freedom is expressed in the 1970 AAUP Statement reproduced in Appendix C. The Board endorses the principle of academic freedom embodied in the excerpt from the 1940 "Statement of Principles" of the American Association of University Professors, which is attached as Appendix B.

Section 1-10.4 Discrimination Prohibited

The terms and conditions of employment of professional staff and their selection, retention, and promotion shall be without regard to race, sex, national origin, color, creed, age (40-65 inclusive), political belief or affiliation, physical disability, or criminal record. The proscription against discrimination based on the last two categories is subject to significant limitations, which are specified in the Board affirmative action plan.

Section 1-10.5 Establishment and Administration of Personnel Policies

Authority for the establishment of personnel policies is found in Sections 10-38c and 10-329a of the General Statutes, as amended. Section 10-38c provides in pertinent part: "Within the limitation of appropriations, the board shall fix the compensation of such personnel, establish terms and conditions of employment, and prescribe their duties and qualifications."

The purpose of the personnel policies is to establish guidelines for a fair system of personnel administration. Nothing in these policies shall be construed to restrict the authority of the Board of Trustees to govern the colleges, and to alter, amend, revise, or repeal the provisions of the policies in whole or in part.

Decisions regarding the selection, promotion, and retention of professional staff are initiated at the college level within the framework of Board standards, policies, and procedures, and are subject to final approval by the Board. This policy gives recognition to the unique character of each college and the value of peer advice in decisions concerning the status of professional staff when such advisory function is specifically mandated by these policies.

The executive director has responsibility for the implementation and enforcement of personnel policies in order to ensure uniformity, adequacy, and fairness of administration among all colleges.

Each president is responsible for the administration of the policies as more particularly specified herein and by Board procedures. The president is responsible to the Board for all personnel actions recommended to it. Consonant with this responsibility, the provisions for professional staff advice concerning the selection, retention, and promotion of staff and the award of tenure shall not be deemed to limit in any way the discretion of the president.

Section I-10.6 Personnel Policies Review Committee

There shall be a Personnel Policies Review Committee consisting of eight members: five teaching faculty members, two administrators, one of whom must hold the rank of academic division director or higher, and one non-teaching faculty elected at large from among the community college staff. The committee shall regularly review suggestions concerning personnel policies, review existing

policies, and initiate recommendations to the Board. When the Board deems it appropriate, it shall inform the committee of contemplated changes in the personnel policies.

Section I-10.7 Applicability of Personnel Policies

The personnel policies specified herein and the procedures for their implementation apply to all full-time unclassified professional staff members serving on standard and tenured appointments. They do not apply to presidents, deans of the college, Central Office staff, lecturers, and educational assistants.

SECTION I-20 DEFINITIONS

Section I-20.1 Administrative Review

Administrative review is a mechanism for appeal of certain college-level decisions to the Board or its agent.

Section I-20.2 Appointment

Three types of appointments are utilized by the Board:

a. Tenured appointment. A tenured appointment is without limit of time, subject to termination pursuant to Sections 2-50 and 2-70.

b. Standard appointment. A standard appointment is for a specified term only. It may be renewed at the option of the Board, subject to procedural requirements of notice.

c. Terminal appointment. A terminal appointment is for a specified term only. It may be renewed at the option of the Board.

Section I-20.3 Dismissal

Dismissal is an action by the Board which terminates the appointment of a professional staff member as provided in Section 2-50.

Section I-20.4 Nonrenewal

Nonrenewal is a decision by the president not to recommend renewal of a standard appointment. It is subject to administrative review as specified in Section 2-60.

Section I-20.5 Promotion

Promotion is the revision of appointment or reappointment of a professional staff member to a position or rank which requires or recognizes increased responsibilities and/or competence and which affords compensation within a higher salary group.

Section I-20.6 Supervisor

With regard to other employees, subject to his/her job description, assists, disciplines, directs, adjusts grievances, evaluates, promotes, terminates

and rewards, or effectively recommends any of the foregoing.

Section I-20.7 Termination for Special Reasons

Termination for special reasons is a decision by the president to terminate an appointment for reasons of financial exigency or discontinuance of or reduction in service programs or departments. It is subject to administrative review as specified in Section 2-70.

SECTION I-40 MAINTENANCE OF RECORDS

Section I-40.1 Prescribed college files

Each college in the system of Connecticut Community Colleges shall maintain three official files for each member of its professional staff: (a) a personnel file, (b) a professional file, and (c) an application file.

Section I-40.2 Personnel file

The personnel file shall include the following: (a) record of salary, increments, and change of status; (b) record of leaves of absence, vacations, and personal leave days; (c) sickness reports; (d) records of payments for insurance, retirement benefits, etc.; (e) record of accrued longevity; and (f) general fiscal data. These records shall be accessible on a reasonable basis to the person concerned.

Section I-40.3 Professional file

The president of the college shall be responsible for the confidentiality and control of the professional file. It shall include the following: (a) information relating to the professional staff member's academic and professional accomplishments submitted by him/her or placed in the file at his/her request; (b) records generated by the college; (c) all reports resulting from formal evaluation of the professional staff member's academic and professional performance; (d) memoranda of discussions between the professional staff member and his/her department chairman, division head, dean, president, or the executive director relating to evaluation of the professional staff member's professional performance; (e) transcripts; (f) materials submitted by the professional staff member in connection with any request for promotion, sabbatical leave, or change of status; and (g) signed, written statements relating to the quality of service of the professional staff member.

In the case of (c), (d), and (g) above, the professional staff member may attach written comments. To this end, professional staff members are encouraged to review their files on a regular basis.

Section I-40.4 Application file

The application file, which shall be in the control of the president, shall contain all materials requested by the college or supplied by the professional staff member in connection with his/her original employment, including confidential material solicited by the professional staff member in support of the employment application. The material may be made available to appropriate Central Office and college personnel and committees for the purpose of initial selection. Confidential material may not be utilized in any subsequent decision affecting the individual's employment, except as the initial appointment may come into question.

Section I-40.5 The office of the Board files

Files for all professional staff are maintained in the office of the Board. These files may contain materials submitted to the Board in support of appointment recommendations by the presidents. The files may also contain duplicates of all materials submitted in conjunction with Board actions, such as promotions, and duplicates of all appointment and reappointment notices. In addition, all correspondence between the Board's office and the individuals may be part of these files.

In any action taken or recommended by a president in which an appeal is made by a professional staff person to the Board, a separate file relative thereto may be maintained. This file shall be accessible on a reasonable basis to the person concerned.

SECTION 2-00 PROFESSIONAL STAFF COMMITTEES

Section 2-00.1 Establishment of Committees

Various functions shall be carried out by professional staff committees as described herein. The composition of these committees shall be determined by the president in consultation with the professional staff and shall generally reflect the ratio of faculty, administrators, and non-teaching faculty at the college, provided that there shall be at least one representative from each of the professional groups (i.e., faculty, administrators, non-teaching faculty). The president may appoint one member of these committees. The representative(s) of each group shall be elected by that group. The members of each committee shall serve for one year, without prejudice to reelection or reappointment. The president, after consultation with the professional staff, may authorize separate committees for faculty, administrators, and non-teaching faculty. When in the judgment of the president the number of tenured professional staff members is sufficient, membership on the Professional Staff Tenure and Sabbatical Leave Committee shall be limited to tenured staff members.

Section 2-00.2 Professional Staff Appeals Committee

This committee hears appeals from recommendations of the Professional Staff Promotion Committee, as specified by Board procedures.

Section 2-00.3 Professional Staff Tenure and Sabbatical Leave Committee

The responsibility of this committee is to review all applications for tenure and sabbatical leave, and to make recommendations to the president according to procedures specified by the Board.

Section 2-00.4 Professional Staff Promotion Committee

The responsibility of this committee is to review all applications for promotion and to make recommendations to the president according to procedures specified by the Board. Promotion to and within administrative and supervisory ranks shall be exempt from these requirements.

SECTION 2-10 SELECTION AND APPOINTMENT OF PROFESSIONAL STAFF: MINIMAL QUALIFICATIONS

Section 2-10.1 Recruitment and Selection

Recruitment and selection of professional staff shall be undertaken by each college in the light of the competency and educational requirements of the position and in accordance with the affirmative action program of the system.

Section 2-10.2 Professional Staff Participation

In the selection of professional staff for full-time, standard appointments below the level of dean or associate dean, the president should seek the advice of professional staff members who will work closely with or be supervised by the new appointee. When a vacancy exists at the level of dean or associate dean, the president shall direct that a search committee be established. This committee shall assist the president in recruiting and selecting a candidate for appointment, but any recommendation of the committee shall be advisory only.

Section 2-10.3 Appointment Authority

Except as the Board may expressly provide to the contrary, the authority to offer appointments rests with the Board.

Section 2-10.4 Assignment of Supervisory Responsibility

The president may assign supervisory responsibility to professional staff members who are not classified in the supervisory ranks. In such cases, the president may reduce the normal employment obligation of the professional staff member. Supervisors appointed hereunder by the president serve as supervisors at the pleasure of the president.

Section 2-10.5 General Provisions

a. The Board of Trustees maintains minimum requirements for appointment to a given classification or rank in order to insure that professional staff members possess the systematic preparation through organized study and/or experience that will enable them to serve well in the positions to which they are appointed.

b. The fact that a professional staff member satisfies the minimum qualifications for a particular classification or rank is not to be construed as making his/her appointment to that particular classification or rank mandatory.

c. The Board may approve the substitution of equivalent experience for minimal degree or experience requirements or make exceptions to those requirements.

d. An equivalency or an exception must be approved by the Board. Appointment at a given rank constitutes evidence of approval of any equivalency or exception.

e. Upon recommendation of the president of the college, made after consultation with the appropriate department or division head, and with approval of the Board of Trustees, administrators and non-teaching faculty who teach at least one course of at least three credits during the academic year may receive or retain faculty rank commensurate with their preparation and experience in accordance with the requirements established under these policies. Such faculty rank does not create a right to full-time faculty status. The grant of faculty rank or renewal thereof provided hereunder shall be for one academic year only, and shall not be deemed to establish a right to faculty rank or to faculty tenure.

Section 2-10.6 Qualifications and Rank

The Board of Trustees herewith establishes the following classifications and minimal qualifications. In so doing, the Board does not intend to create a right or expectation that achievement of the minimal qualifications for a particular rank assures appointment or promotion to said rank.

(a) ADMINISTRATIVE

CLASSIFICATION	DEGREE AND YEARS OF APPROPRIATE EXPERIENCE	
Dean or Associate Dean (12-month)	Doctorate	and 9 years
	Sixth Year or equivalent	and 12 years
	Master's or equivalent	and 15 years
Director, Academic Division (12-month)	Doctorate	and 6 years
	Sixth Year or equivalent	and 9 years
	Master's or equivalent	and 12 years
Director of Library Services (12-month)	Doctorate (L.S.)	and 6 years
	Master's (L.S.) plus Sixth Year or equivalent	and 8 years
	Master's (L.S.) or equivalent	and 10 years
Director, Administrative Division (12-month)	Doctorate	and 5 years
	Sixth Year or equivalent	and 8 years
	Master's or equivalent	and 10 years
Administrative Department Head (12-month)	Doctorate	and 2 years
	Sixth Year or equivalent	and 4 years
	Master's or equivalent	and 6 years
Assistant Administrative Department Head (12-month)	Doctorate	
	Sixth Year or equivalent	and 1 year
	Master's or equivalent	and 2 years
Assistant Director of Library Services (12-month)	Doctorate (L.S.)	and 2 years
	Master's (L.S.) plus Sixth Year or equivalent	and 4 years
	Master's (L.S.) or equivalent	and 6 years

(b) NON-TEACHING FACULTY - LIBRARIANS

CLASSIFICATION	DEGREE AND YEARS OF APPROPRIATE EXPERIENCE
Librarian III (12-month or 10-month)	Master's (L.S.) or equivalent and 4 years
Librarian II (12-month or 10-month)	Master's (L.S.) or equivalent and 2 years
Librarian I (12-month or 10-month)	Master's (L.S.) or equivalent

(c) NON-TEACHING FACULTY - COUNSELORS

CLASSIFICATION	DEGREE AND YEARS OF APPROPRIATE EXPERIENCE
Counselor III (12-month or 10-month)	Doctorate and 6 years Sixth Year or equivalent and 9 years Master's or equivalent and 12 years
Counselor II (12-month or 10-month)	Doctorate and 2 years Sixth Year or equivalent and 4 years Master's or equivalent and 6 years
Counselor I (12-month or 10-month)	Doctorate Sixth Year or equivalent and 1 year Master's or equivalent and 2 years

(d) NON-TEACHING FACULTY - EDUCATIONAL SUPPORT

CLASSIFICATION	DEGREE AND YEARS OF APPROPRIATE EXPERIENCE
Student Services Assistant III (12-month or 10-month)	Master's or equivalent and 2 years
Student Services Assistant II (12-month or 10-month)	Master's or equivalent Bachelor's and 3 years
Student Services Assistant I (12-month or 10-month)	Bachelor's
Educational Services Aide	Associate's or equivalent

(e) TEACHING FACULTY

RANK	DEGREE AND YEARS OF TEACHING OR OTHER APPROPRIATE EXPERIENCE
Professor (10-month)	Doctorate and 9 years Sixth Year or equivalent and 12 years Master's or equivalent and 15 years
Associate Professor (10-month)	Doctorate and 6 years Sixth Year or equivalent and 9 years Master's or equivalent and 12 years
Assistant Professor (10-month)	Doctorate and 2 years Sixth Year or equivalent and 4 years Master's or equivalent and 6 years
Instructor (10-month)	Doctorate Sixth Year or equivalent and 1 year Master's or equivalent and 2 years

SECTION 2-30 EVALUATION OF PROFESSIONAL STAFF

Section 2-30.1 Periodic Evaluation

There shall be periodic evaluation of all professional staff. The executive director is authorized to establish standards and procedures for evaluation, and to delegate responsibility therefor to community college presidents.

Section 2-30.2 Evaluative Criteria

Evaluative criteria shall include the following:

a. The overall contribution of the professional staff member to the goals of the comprehensive community college.

b. The quality of a staff member's performance of his/her primary responsibilities as defined by the position classification and job description.

c. The staff member's professional growth. Examples of appropriate activities include taking graduate courses, attending institutes, or pursuing independent study or research.

d. Maintenance of ethical professional relationships with colleagues, staff, and students. The standard of conduct expected of community college staff is expressed in the excerpt from the 1970 AAUP Statement contained in Appendix C.

e. Participation in community service activities sponsored or recognized by the college or the system, including but not limited to participation in the resolution of community problems, participation in extension programs, and assistance in the development of programs for specialized clientele.

f. The staff member's usefulness in the growth and development of the college: for example, contributions to college-related committees, effectiveness as academic adviser, work in curriculum and course development, effectiveness as a department member, work in advising student organizations, maintenance of required office hours, effectiveness in working informally with students.

SECTION 2-40 RENEWAL OF STANDARD APPOINTMENTS: SALARY INCREMENTS

a. Non-tenured members of the professional staff on standard appointment are eligible for reappointment, subject to the provisions of Sections 2-50, 2-60, and 2-70.

b. Within budgetary limitations, an annual salary increment shall be granted to each reappointed professional staff member whose performance is satisfactory and whose compensation is less than the maximum payable in his/her classification. The granting of a salary increment indicates satisfactory work; it does not, however, imply that the work is of a sufficiently high quality to support a claim for reappointment, for promotion, or for tenure.

c. Exceptional service may be recognized by the grant of an increment in addition to the annual salary increment. An additional increment may be granted by the Board on recommendation of the president, in accordance with guidelines established annually by the Board Personnel Committee.

SECTION 2-50 DISMISSAL, SUSPENSION, AND SEPARATION BECAUSE OF INCAPACITY

Section 2-50.1 Definition

Dismissal is an action by the Board which terminates the appointment of a professional staff member. Dismissal is distinguished from nonrenewal and termination for special reasons, which are controlled by Sections 2-60 and 2-70.

Section 2-50.2 General Provisions

Dismissal is to be for cause. Dismissal is effected by the Board on recommendation of the president and after opportunity for a hearing.

Section 2-50.3 Cause for Dismissal

Dismissal of a tenured staff member, or of a staff member during the term of his/her appointment, may be for one or more of the following causes:

a. Incompetent or inadequate performance of responsibilities of the position
b. Persistent neglect of these responsibilities
c. Noncompliance with reasonable regulations or directives of the Board, the college, or the administrative unit to which the individual is attached.
d. Conduct which impairs the effective performance of assigned responsibilities or which interferes with the work of the college or impairs the rights of students or of other staff members
e. The use of fraud, collusion, or misrepresentation of a fact material to obtaining employment with the college and/or tenure or promotion therein.

Section 2-50.4 Suspension

In case of serious misconduct by a professional staff member, the president may immediately suspend the professional staff member with pay. The president shall immediately notify the executive director of any suspension. A suspension is subject to review by the Board or its designee.

Section 2-50.5 Separation Because of Incapacity

When a professional staff member has become physically or mentally incapable of or unfit for the efficient performance of duties of his/her position, the president may recommend to the Board that the person be separated from state service in good standing, after the professional staff member has exhausted the sick leave to which he/she is entitled. The Board may require that the professional staff member receive a physical or mental examination by competent medical professionals.

SECTION 2-60 NONRENEWAL OF STANDARD APPOINTMENTS

Section 2-60.1 Definition

Nonrenewal is the decision by the president not to recommend renewal of a standard appointment. Nonrenewal is subject to administrative review.

Section 2-60.2 Administrative Review

The professional staff member may obtain administrative review of a decision of the president not to recommend renewal of his/her standard appointment providing he/she makes a good faith allegation that the decision is based on an improper reason. An improper reason is defined as either

(1) A reason that is arbitrary or capricious. An arbitrary or capricious reason is one which is unrelated to the educational process or to working relationships within the educational institution; which is trivial; or which has insufficient basis in fact.

(2) A reason that infringes upon specific constitutional or statutory rights of the individual or upon academic freedom, as the latter is defined within these policies.

Utilization of the appeal provisions specified herein does not delay the effective date of termination, if that is upheld. The provisions for administrative review specified herein constitute the exclusive administrative remedy for actions taken pursuant to Section 2-60.

SECTION 2-70 TERMINATION FOR SPECIAL REASONS

Section 2-70.1 Definition

Termination for special reasons is a decision by the president to terminate a standard or tenured appointment for reasons of financial exigency or discontinuance of or reduction in service programs or departments. Such termination is subject to administrative review.

Section 2-70.2 Notice of Termination for Special Reasons

a. Notice of termination for special reasons may be given either (1) on or before November 1, termination to be effective at the end of the appointment term, or (2) at any time, provided that in either case the individual shall be afforded employment for at least ten months from the date of notice of termination or, if that is not possible, compensation for said period. In either event, notice of termination is to be issued by the president.

b. Prior to actual termination, and consistent with Subsection 2-90 (c), the president of the college and the executive director shall make bona fide efforts to place the affected individual in another suitable position with the college or another college within the system; however, this provision shall not create a claim or right to any position opening within the college or the system.

When an appointment is terminated for special reasons, the released individual's position shall not be filled within a period of two years from the date of termination unless he/she has been offered reappointment and thirty days within which to accept or decline it. The obligation to offer reappointment may be satisfied by mailing a certified letter to the individual's last-known address.

c. The requirement of notice specified in paragraph (a) above shall not apply to positions supported by sources other than the general fund, the auxiliary services fund, or the educational extension fund.

Section 2-70.3 Administrative Review

The professional staff member may obtain administrative review of the decision of the president to terminate an appointment for special reasons providing he/she makes a good faith allegation that the decision was based on an improper reason. An improper reason is defined as either

(1) A reason that is arbitrary or capricious. An arbitrary or capricious reason is one which is unrelated to the educational process or to working relationships within the educational institution, which is trivial, or which is unsupported by a basis in fact.

(2) A reason that infringes upon specific constitutional or statutory rights of the individual or upon academic freedom, as the latter is defined within these policies.

Utilization of the appeal provisions specified herein does not delay the effective date of termination, if that is upheld. The provisions for administrative review specified herein constitute the exclusive administrative remedy for actions taken pursuant to Section 2-70.

SECTION 2-80 RETIREMENT

Section 2-80.1 Compulsory and early retirement

Compulsory retirement of professional staff shall take place in accordance with Chapter 66 (State Employees' Retirement System) or Chapter 167 (Retirement System for Teachers) of the General Statutes. A professional staff member may retire, if eligible, prior to the age of compulsory retirement; but when he/she decides to do so, notice of such intent shall be given the president at least a year in advance.

Section 2-80.2 Individual retirement annuities

Benefits shall be made available on a voluntary basis to employees under the jurisdiction of the Board of Trustees of Regional Community Colleges as provided in Section 5-264 of the General Statutes, whereby under certain conditions the Board may enter into an agreement involving purchase of an individual retirement annuity contract that will qualify for income tax benefits.

Section 2-80.3 Emeriti

Any member of the professional staff who retires after twenty-five or more years of service at a college or within the system shall automatically become an emeritus member of the staff at the rank at which he/she retires or at a higher rank upon recommendation of the president and approval of the Board of Trustees. Staff members who retire pursuant to Chapters 66 or 167 of the General Statutes may also be granted emeritus status upon recommendation of the president and approval of the Board of Trustees.

Section 2-80.4 Privileges of Emeritus Status

Within the discretion of the president, the following privileges and benefits of emeritus status may be recognized: (1) Formal announcement to professional staff and public; (2) Separate listing in the college catalog; (3) Placement on a select mailing list, including invitations to college functions and receipt

of college publications; (4) Notification of and attendance at staff meetings with right to participate but not to vote; (5) Invitation to participate in commencement exercises; (6) Issuance of a staff parking permit; (7) Use of the library on the same basis as the active professional staff.

Section 2-80.5 Alternate Retirement Program

Public Act 75-636 provides enabling legislation for the election of membership in an alternate retirement program, subject to the approval of the Commission for Higher Education and the State Employees' Retirement Commission and the conditions established in the act.

SECTION 2-90 TRANSFER

a. Transfer is the appointment by the Board of a professional staff member to a community college other than the one at which he/she is employed.

b. Application for transfer should be made directly to the president of the college to which transfer is desired. Applicants should inform the president of the college from which transfer is desired of any such application at the time the application is made. Candidates for transfer are subject to the same selection procedures as any other applicant for an available position.

c. In the case of the applicant for transfer who has received notice of termination for special reasons, the president of the college to which application is made shall insure that the same consideration is afforded this applicant as is afforded other applicants.

d. While the Board considers inter-college transfer that is not acceptable to both the president of the receiving college and the transferee inconsistent with the philosophy and purposes of the community colleges, it reserves the right to make such transfers.

SECTION 2-110 TENURE

Section 2-110.1 Definition

a. A tenured appointment is without limit of time - that is, it may not be terminated except for cause as provided in Section 2-50, for special reasons, as provided in Section 2-70, or by mandatory retirement. Tenure relates only to a college, and not to the system of regional community colleges.

In the case of administrative/supervisory staff, tenure does not ensure continued assignment to any particular responsibilities, nor does it provide continuous employment in any particular classification. When a change in assignment and duties of a tenured supervisor involves reclassification to a lower classification, the minimum salary for full-time service in the lower classification shall be as provided in Section 2-110.3(c).

b. The award of tenure recognizes growth in the development and improvement of professional service to the college and the system; usefulness of the contribution of the professional staff member to the growth and development of the college; affirmative evidence of above-average performance in teaching and other service to the college and system of community colleges; and potential for outstanding service and professional growth.

c. Tenure is granted only by the Board of Trustees on recommendation of the president. The provisions of Sections 2-30 and 2-110 and procedures promulgated pursuant thereto shall not be deemed to give rise to any express or implied right of expectation that the Board will grant tenure.

The Board of Trustees may accept the tenure recommendation of the president or reach such other decision as may be in the best interest of the community college system.

Section 2-110.2 Eligibility

a. All full-time professional staff members serving on standard appointment may become eligible for consideration for tenure in accordance with the provisions

of this section, except that those holding the following positions are not eligible: student services assistant I and II, dean, and associate dean. Lecturers, educational assistants, presidents, deans of the college, and Central Office staff are not eligible for consideration for tenure. All professional staff whose first appointments become effective on or after June 1, 1976, shall not be eligible for tenure.

b. Administrators/supervisors become eligible to be considered by the Board of Trustees for tenure upon meeting all of the following requirements: (1) completion of six years' full-time service at the college; (2) completion of three consecutive years of full-time service in an administrative classification; (3) attainment of the classification of student services assistant III or higher; (4) a favorable tenure evaluation; and (5) a favorable recommendation of the president.

c. Non-teaching faculty become eligible to be considered by the Board of Trustees for tenure upon meeting all of the following requirements: (1) completion of six years' full-time service at the college, except service as a lecturer or educational assistant; (2) completion of three consecutive years of full-time service in a non-teaching faculty classification; (3) attainment of the classification of librarian II or higher, counselor I or higher, or student services assistant III or higher; (4) a favorable tenure evaluation; and (5) a favorable recommendation of the president.

d. Faculty members become eligible to be considered by the Board of Trustees for tenure upon meeting all of the following requirements: (1) completion of six[1] years' full-time service at the college, except service as a lecturer and educational assistant; (2) completion of three consecutive years of service as an instructor, assistant professor, associate professor, or professor;

[1] Five years of full-time service at the college as an instructor, assistant professor, associate professor, or professor in the case of teaching faculty members employed at the college prior to November 16, 1970.

(3) a favorable tenure evaluation; and (4) a favorable recommendation of the president.

Section 2-110.3 General Provisions

a. When an individual who has attained tenure at a Connecticut community college is employed by another community college, the service requirement for eligibility for consideration for tenure shall not exceed three years. In the case of transfer of a non-tenured professional staff member, the probationary period at the college to which he/she has transferred shall be no less than three years.

b. Time spent on leave of absence without salary and leave for professional development shall not be counted toward tenure.

c. When a change in assignment and duties of a tenured supervisor involves reclassification to a lower classification, the minimum salary for full-time service in the lower classification shall be as follows:

(1) In reclassification of a 12-month tenured supervisor to a different 12-month classification, the biweekly salary ordinarily shall be not less than 80 percent of the highest biweekly salary earned as a tenured 12-month supervisor

(2) In reclassification of a 12-month supervisor to any 10-month classification, the biweekly salary payable on a 12-month basis shall be not less than 67 percent of the highest biweekly salary earned as a tenured 12-month supervisor

(3) In reclassification of a 10-month tenured supervisor to a different 10-month classification, the biweekly salary shall be not less than 80 percent of the highest biweekly salary earned as a tenured 10-month supervisor

(4) In reclassification of a 10-month tenured supervisor to any 12-month classification, the biweekly salary shall be not less than the highest biweekly salary earned on a 12-month basis as a tenured 10-month supervisor.

d. A tenured faculty member retains his/her academic rank if he/she accepts appointment as an administrator or to a non-teaching faculty position, whether or not he/she continues to teach. If at some future time he/she resigns or is removed from said post for reasons which do not bring into question his/her continued employment, he/she may return to an available academic post at the college for which he/she is qualified.

Section 2-110.4 Recommendation of the President

If the president does not recommend that tenure be awarded a professional staff member, the president may issue a notice of nonrenewal which shall afford a terminal appointment of one year, or he/she may recommend to the Board that the individual be issued an additional standard appointment.

SECTION 2-120 PROMOTION

Section 2-120.1 Definition

Promotion is the appointment of a professional staff member to a position or rank which involves increased responsibilities and/or competence and which affords compensation within a higher salary group.

Section 2-120.2 Eligibility

Professional staff members who meet the minimal qualifications for a higher rank and who have served at least three years in their present rank at the college are eligible for consideration for promotion. The president may recommend, with the concurrence of the executive director, waiving the time-in-rank requirement in the case of professional staff members who have rendered exceptional service which merits recognition. Promotions are effected by the Board on recommendation of the president. Fulfillment of the minimal formal requirements for promotion to a higher rank and/or recommendation by the president creates no right to promotion, which remains within the discretion of the Board.

Section 2-120.3 Salary

Upon promotion, a staff member's annual salary shall be increased by an amount at least equal to one increment in the salary rank of the classification to which he/she has been promoted, unless the individual has received an annual increment within the preceding twelve-month period.

Section 2-120.4 Staff Participation

It is the policy of the Board that the president's recommendation to the Board have the benefit of the advice of (1) the immediate supervisor of the individual being considered for promotion, (2) the promotion committee, and (3) appropriate administrative and supervisory staff. Promotion to and within administrative and supervisory ranks shall be exempt from these requirements.

SECTION 3-00 DUTIES OF PROFESSIONAL STAFF

Section 3-00.1 General Provisions

The president is authorized to establish the duties of professional staff. The president may include the following in the duties of professional staff: (a) service on faculty or staff committees; (b) student advisement; (c) guidance or sponsorship of student organizations; (d) maintenance of designated office hours; and (e) participation in college committees, conferences, convocations, student registration, commencement exercises, and college-sponsored community services. The foregoing listing shall not be deemed to limit the authority of the president to establish the duties and responsibilities of professional staff.

Section 3-00.2 Teaching Faculty

The primary responsibility of teaching faculty is to teach; academic and career-oriented advisement of students and participation in college-approved community service activities are integral aspects of the teaching obligation.

Section 3-00.3 Administrators and Non-Teaching Faculty

Responsibilities of administrators and non-teaching faculty are defined by the system job descriptions. Subject to the approval of the executive director, a job description may be modified by the president after consultation with the professional staff member concerned in order to reflect special needs of the college. Participation in college-approved community service activities is considered a significant responsibility of community college administrators and non-teaching faculty.

SECTION 3-10 EMPLOYMENT OBLIGATION OF TEACHING FACULTY

a. During each appointment term, a faculty member will be scheduled for a teaching obligation of 24 credit hours, or a combination of lecture and equated laboratory credit hours which totals 24 credit hours, and will maintain at least three regularly scheduled hours per week for academic advisement of students or the equivalent in hours, as assigned by the president, for activities devoted to the education and training of students. The teaching responsibility shall include classroom teaching, related preparation, and academic advisement, and shall constitute approximately 80 percent of the employment obligation of teaching faculty.

b. Faculty duties include, but are not necessarily limited to, the following: academic advisement of students; department responsibilities in selecting textbooks, supplies, and equipment; committee assignments by division or department chairmen; college committee work; maintenance of accurate scholastic records of students; assistance in registration of students; attendance at division and/or department meetings; attendance at official professional staff meetings; preparation of routine and special reports; and additional college duties as requested by the deans or president or as specified by the faculty job descriptions.

c. If a faculty member's teaching load (student contact hours) is substantially above that for the college and the budgeted amount for the system in one semester, the teaching load may be reduced by the president in the succeeding semester so long as the minimum is no less than nine credit hours and if the finances and staff situation of the college permit.

d. When the employment obligation of a faculty member assigned 12 credit hours or its equivalent for one semester produces less than 75 percent of the average number of student contact hours per full-time faculty member upon which the college budget is based, an additional load may be assigned by the president in that or the succeeding semester so that the student

contact hours approximate the average for full-time faculty at the college. This section shall not apply when a faculty member is assigned specialized, occupational, or remedial courses with controlled limits in enrollment.

e. Teaching-load credit for laboratory hours shall be pro-rated on a consistent basis in each subject area among the colleges. The executive director shall recommend the basis, to be considered and established by the Board.

f. The executive director shall establish guidelines for the assignment of class schedules and the adjustment of course loads pursuant to the provisions of paragraphs (b), (c), and (d) above. These guidelines are intended to eliminate irregular and arbitrary implementation of the provisions. Faculty are expected to be available for professional duties a minimum of five days per week.

g. When possible, in cases such as those enumerated below, a faculty member may be granted scheduling privileges as to days and time of day by the president.

1. When the faculty member is engaged in special college-approved community service programs.
2. When the faculty member is engaged in a program of study relevant to his/her professional responsibilities at an accredited institution and has not been granted released time.
3. When a faculty member is engaged in research or writing deemed by his/her president to be beneficial to the member and to the college.
4. When there are circumstances of a personal nature warranting special consideration.

In any of the above instances, arrangements must be worked out giving careful consideration to schedules of other faculty and staff and needs of students for particular courses. In cases three and four, these arrangements must not be prolonged and must be considered a privilege, not a right. Any of the above arrangements may occur only with the written approval of the president.

In addition, in all instances where requests have been approved by the president, professional staff must make an effort to work out such arrangements in ample time to allow for accurate printing of class schedules and a reasonable time for colleagues to make adjustments. Further, it must be realized that the president may find circumstances such that a request cannot be granted.

h. Academic advisement is a very important function of any community college; hence, the president and staff must give special attention and effort to this responsibility.

i. Faculty have direct and regular responsibility for college-sponsored community service functions as designated by the president.

SECTION 3-20 ADDITIONAL EMPLOYMENT AND SUMMER SESSION

Section 3-20.1 Additional Employment

a. During the appointment period, no full-time member of the professional staff in the service of the college should devote a substantial portion of time to other paid employment. Outside employment should not interfere with professional obligations at the college.

b. Each professional employee is expected to share with the president of the college his/her intent to engage in additional employment in order that a common understanding may be reached prior to the commencement of any such outside employment.

c. Subject to availability of funds, the Board of Trustees of Regional Community Colleges may authorize additional payment for service performed by full-time unclassified employees of the colleges provided that the nature and scope of such services, particularly with regard to instructional services, lie outside the regular duties of the employee and are so certified by the president of the college, and constitute no more than the estimated equivalent of teaching an additional class of one-fourth of a normal load.

Section 3-20.2 Summer Session

Priority for consideration for summer school courses will be given to full-time professional staff members within each college for employment in their primary areas of teaching competence. Each college shall establish a system of rotation for allocating available teaching opportunities. The offer of employment is made only by written contract executed by the president. In selecting teachers for the summer session, the president may consider, but is not limited to consideration of, the following factors: The requirements of the course; special skills or experience of potential instructors; and the level of service afforded by the potential instructor as evidenced by classroom evaluation. Nothing herein shall preclude the president from offering summer school employment to part-time instructors.

SECTION 3-30 LEAVES OF ABSENCE

Section 3-30.1 General Provisions

The following provisions apply to the leaves of absence provided for in Sections 3-30.2, 3-30.3, 3-30.4 and 3-30.6:

a. During the period of any leave specified above, an employee may make arrangements to continue contributions and payments to the state retirement system and the teachers' retirement system, state health benefits, and group life insurance in accordance with appropriate state policy.

b. In the case of any leave specified above, there must be a prior written agreement between the president and the professional staff member as to the individual's responsibilities to the college during and after the leave and as to any conditions for such leave specified by the president. Except in the case of leave granted pursuant to Section 3-30.6, any such agreement shall be subject to the conditions of the leave specified by the Board, which conditions may delete, modify, or add to the terms of said agreement.

c. The professional staff member has an obligation to assist the administration in planning for continuity in the educational program.

Section 3-30.2 Sabbatical Leave

a. Sabbatical leave is a leave of absence with compensation. Professional staff members become eligible for sabbatical leave after six consecutive years of full-time service on tenured and/or standard appointments. After a sabbatical leave has been taken, the professional staff member may again become eligible for sabbatical leave after six additional consecutive years of full-time service on standard or tenured appointments.

b. Eligibility for sabbatical leave, as specified in subsection (a) above, creates no condition, express or implied, that such a leave must be granted by the Board. In evaluating recommendations for sabbatical

leave, the Board will give consideration to the recommendations of the president and the Tenure and Sabbatical Leave Committee, and to the prospective contribution of the leave to the individual, the college, and the system. The number of professional staff members on sabbatical leave at any time at a college shall not exceed 5 percent of the full-time staff on standard and tenured appointments.

c. A sabbatical leave may be granted for a full year on half salary or a half year on full salary. As a condition of the leave, the recipient must agree not to accept employment for salary or fee during the leave; he/she may, however, receive remuneration for speaking engagements or consultant services, or from educational grants. The recipient must further agree to return to the college for at least one year of service following the leave.

d. The terms and conditions of a sabbatical leave are to be agreed to in writing as a condition of the leave.

Section 3-30.3 Leave for Professional Development

a. Leave for professional development may consist of a full-time leave of absence with full or partial pay or released time. This leave may be granted by the Board for such purposes as study, research, or service as a consultant or member of a team of specialists.

b. Professional staff members are eligible for this leave, including released time, after one year of service on a full-time standard appointment, subject to the following conditions: (1) The applicant's professional duties permit his/her absence for the period of time requested; (2) The leave is of value to the applicant and to the college; and (3) Consultant work does not involve remuneration to the professional staff member. Eligibility for a leave for professional development creates no condition, express or implied, that such a leave shall be granted.

Section 3-30.4 Leave of Absence Without Salary

a. Leave of absence without salary may be granted by the Board for a period not to exceed two years. Professional staff members are eligible for leave of absence without salary after two years of full-time service on standard appointments, except that a leave for educational advancement or a leave for child-rearing may be granted after one year of service.

b. The terms and conditions of such a leave of absence are to be agreed to in writing as a condition of the leave.

Section 3-30.5 Military Leave

a. Professional staff members who have served in a full-time position for more than six months and who have left the employ of the community colleges in order to serve in the armed services are eligible for reinstatement according to the provisions of Section 5-255(c) of the General Statutes.

b. A professional staff member who is a member of the armed forces of the State or of any reserve component of the armed forces of the United States and is required to undergo active duty or field training therein shall be entitled to a leave of absence with pay for a period not exceeding three calendar weeks of such active duty or field training. This leave is in addition to his/her annual vacation.

Section 3-30.6 Leaves Associated with Childbirth

a. Disabilities caused or contributed to by pregnancy, abortion, miscarriage, childbirth, and recovery therefrom are treated like any other temporary disability. Sick leave may be utilized for any such period of disability, provided that a medical doctor must certify that any period in excess of five days to which sick leave is applied

is medically necessary to recovery from said disability. If the individual does not have sufficient sick leave, the president shall grant a leave of absence without salary for any such certified period of disability.

b. Leaves for prenatal purposes and leaves for child-rearing may be granted by the president in accordance with the provisions for leave of absence without salary. The president shall furnish notice of all leaves granted pursuant to this provision to the executive director.

c. Teaching faculty shall be permitted to return to work at the beginning of the next semester following a leave, or at another time agreeable to the president and the employee, taking into consideration the effect of any interruption in the educational process caused by changes of personnel and any employment obligation to substitute staff. Non-teaching personnel may be permitted to return at a time agreeable to the president and the employee, taking into consideration any employment obligation to substitute staff.

d. In the case of an employee holding a terminal appointment, a leave shall not extend beyond, and provisions for reemployment shall not apply beyond, the termination date of the appointment.

Section 3-30.7 Sick Leave and Special Leave

a. Full-time professional staff members accrue sick leave for continuous service from the date of initial employment at the rate of one and one-quarter days per completed calendar month. No such leave accrues in any month in which a professional staff member is on leave of absence without pay for more than three days.

Earned sick leave is granted, subject to the requirement for medical certification, to a professional staff member who is unable to perform requisite duties because of disability. An acceptable medical cer-

tificate is required to substantiate a request for sick leave under the following conditions:

(1) for any period of absence of more than five consecutive working days

(2) in support of a request for sick leave during vacation

b. Special leave shall be granted for the following reasons: For dental, medical, or eye examination or treatment for which arrangements cannot be made outside of working hours; when presence at duty will expose others to contagious disease; in the event of death in the immediate family, when as much as three working days' leave with pay shall be granted (immediate family means husband, wife, father, mother, sister, brother, or child, and any other relative who is domiciled in the professional staff member's household); if critical illness or severe injury in the immediate family creates an emergency which requires the attendance or aid of the professional staff member, when as much as three working days' leave with pay in a calendar year shall be granted. The president may grant necessary time not to exceed in the aggregate a total of three working days' leave per calendar year to fulfill the obligations of going to, attending, and returning from funerals of persons other than members of the immediate family.

Special leave shall be contingent upon the availability of earned sick leave and charged against sick leave.

c. Upon retirement pursuant to Chapter 66 of the General Statutes, a professional staff member shall be compensated at the rate of one-fourth of his/her daily salary for each day of sick leave standing to his/her credit to a maximum of 240 days as of his/her last day on the active payroll.

Section 3-30.8 Personal Leave Days

In addition to the annual vacation, full-time professional staff members who have served in a permanent position a minimum of six months shall be granted three days of personal leave of absence with pay in each calendar year. Such leave shall be for the purpose of conducting private affairs, including observance of religious holidays, and shall not be deducted from vacation or sick leave credits. Personal leave of absence days not taken by December 31 lapse and may not be preserved for use in the next calendar year.

Except in emergency situations, professional staff should give at least three working days' notice to supervisors, and faculty should take personal leave of absence on days which are least disruptive of the instructional program and the educational progress of students.

Section 3-30.9 Reduction of Leave for Part-Time Service

A proportionate reduction in entitlement to vacation leave and sick leave shall apply when unclassified personnel employed on a 10-month or 12-month basis are appointed for less than full-time service or are granted partial leave of absence without pay.

Section 3-30.10 Equivalent Time Off - Holidays

When it is necessary for 10-month and 12-month administrators, counselors, or librarians to work on a state-recognized holiday, equivalent time off shall be given such staff members at a time approved by the president. Additional pay is not to be substituted for equivalent time off. Equivalent time off must be utilized within the appointment period in which it accrues.

Section 3-30.11 Leave Privileges for Transferred Employees

Employees of the Board of Trustees of Regional Community Colleges who are transferred into this system shall not be deprived of leave privileges previously earned in another state agency or in a community college prior to its transfer to the jurisdiction of the Board of Trustees for Regional Community Colleges.

Section 3-30.12 Vacation Leave

a. Teaching faculty employed on a 10-month basis receive such vacations as are officially listed in the academic calendar of the college, and may be excused from further responsibilities during the term of the appointment by the president upon completion of all academic and administrative duties, including commencement and other responsibilities designated by the president.

b. Administrators and non-teaching faculty employed on a 10-month basis are entitled to a total of 12.5 working days of vacation, accrued at the rate of one and one-quarter days per calendar month of service.

c. Full-time personnel on a 12-month basis are entitled to a total of 15 (22 prior to July 1, 1972) working days of vacation each calendar year, accrued at the rate of one and one-quarter days per calendar month of service. While it is advisable to take earned vacation during the year (and the Board strongly encourages a minimum of two weeks' vacation each year), vacation days may be accumulated to a total of 120 with written approval by the president to carry over vacation days into the new appointment year.

d. If an administrator or non-teaching faculty member who has taken more vacation days than would have been accrued at the rate of 1.25 days per month terminates his employment prior to the expiration date of his contract, the college shall deduct from his pay the value of vacation days taken in excess of the amount accured.

e. The time of vacation days taken by administrators and non-teaching faculty is subject to prior approval by the president.

f. Any administrator or non-teaching faculty member leaving state service shall receive a lump sum payment for accrued vacation time as prescribed by relevant state policy.

g. All administrators and non-teaching faculty who have been notified of termination of their appointment are required to use all accumulated vacation leave prior to the expiration of the final appointment year, unless other arrangements are specifically authorized in writing by the college president.

h. Vacation days do not accrue during any month in which the professional staff member is on leave of absence without salary for more than three days.

SECTION 3-60 OTHER BENEFITS

Section 3-60.1 Reimbursement of Tuition Fees and Expenses at Other Colleges

a. Professional staff members are encouraged to maintain and expand their professional development throughout their years of service. This is particularly vital to meet the needs of an ever-changing student body and a commitment to the community. To this end, the Board provides tuition reimbursement to the professional staff member wishing to engage in course work, within budgetary limitations.

b. The Board of Trustees authorizes each college president to set aside in the annual college budget such funds, if any, that he/she may determine are available for reimbursement of tuition and fees at other colleges, subject to applicable policies and procedures established by the Board, and provided that no staff member shall be eligible to receive such reimbursement for more than 12 semester hours of credit in a single year, and provided further that reimbursement for credit in excess of six hours per semester must be referred to the Board for prior approval.

APPENDIX A

Public Act No. 75-100, An Act Concerning the Responsibilities of Regional Community Colleges

Sec. 2 (a) The primary responsibilities of the regional community colleges shall be (1) to provide programs of occupational, vocational and career education designed to provide training for immediate employment, job retraining or upgrading of skills to meet individual, community and state manpower needs; (2) to provide programs of general study including, but not limited to, remediation, general and adult education and continuing education designed to meet individual student goals; (3) to provide programs of study for college transfer representing the first two years of baccalaureate education; (4) to provide community service programs as defined in subsection (b) of this act and (5) to provide student support services including, but not limited to, admissions, counseling, testing, placement, individualized instruction and efforts to serve students with special needs.

(b) As used in this section, "community service programs" means educational, cultural, recreational and community directed services which a community college may provide in addition to its regular academic program. Such community service programs may include, but shall not be limited to, (1) activities designed to enrich the intellectual, cultural and social life of the community, (2) educational services designed to promote the development of skills for the effective use of leisure time, (3) activities and programs designed to assist in the identification and solution of community problems and (4) utilization of college facilities and services by community groups to the extent such usage does not conflict with the regular schedule of the college.

APPENDIX B

(a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(b) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

(c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

APPENDIX C

Membership in the academic community imposes on students, faculty members, administrators, and trustees an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off the campus. The expression of dissent and the attempt to produce change, therefore, may not be carried out in ways which injure individuals or damage institutional facilities or disrupt the classes of one's teachers or colleagues. Speakers on campus must not only be protected from violence, but given an opportunity to be heard. Those who seek to call attention to grievances must not do so in ways that significantly impede the functions of the institution.

Students are entitled to an atmosphere conducive to learning and to evenhanded treatment in all aspects of the teacher-student relationship. Faculty members may not refuse to enroll or teach students on the grounds of their beliefs or the possible uses to which they may put the knowledge to be gained in a course. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs.

It is a teacher's mastery of his subject and his own scholarship which entitle him to his classroom and to freedom in the presentation of his subject. Thus, it is improper for an instructor persistently to intrude material which has no relation to his subject, or to fail to present the subject matter of his course as announced to his students and as approved by the faculty in their collective responsibility for the curriculum.

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